

MEMORANDUM FOR
Approved For Release 2005/08/22 : CIA-RDP84-00933R000300160002-2

On 17 Nov. D/ODP
and a group of senior
ODP officers will visit
NSA for an update
on their ADP program.

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Date

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ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.			
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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Advise DOD and
ask for suggestion on
who should accompany
J

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THINGS
TO DO

TODAY

DATE 10/28

COMPLETED

- 1 Cy of Para waiver paper to Lobbie ☐
- 2 Draft up memo on Cryptonyms, abbrev. ☐
- 3 ~~SAE Trans~~ ☐
- 4 SAE addr List ☐
- 5 Ask Exo about Law of CIA (can we) ☐
- 6 elim O'D/BOP's of. One is in Reg. ☐
- 7 ~~ask BT in SAFE Monday w/CPAS~~ ☐
- 8 ~~is it surprise to come go for?~~ ☐
- 9 Ask BT about party to NSA on 17 Nov ☐
- 10 Ask Holidays list ☐
- 11 ~~Request for Advances~~ ☐
- 12 List of clearance. What info? ☐
- 13 Revamp Files ☐
- 14 To Regs update ☐
- 15 Get ok sheet for Regs ☐
- 16 Fix up an info Note book (jims) ☐
- 17 To AWP ☐
- 18 ~~Letter of Appreciation to BIA~~ ☐
- 19 Ask BT about mtg w/upper chain ☐
- 20 + 2L person ☐

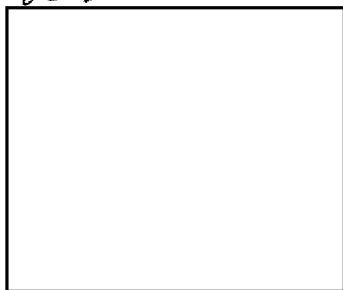
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distinct



for van reservation

*DDP/OL - Joe needs date of trip (times)
- who will drive (2) number of people
(3) destination*

2-Way Memo

Subject: Transportation Request, 17 November 1982

From : Motor Pool Branch, LSD/OI
ATTN: [REDACTED]

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

5 November 1982

ODP/LOG

SIGNATURE OF ORIGINATOR

C/LOG/ODP

INITIAL MESSAGE

1. This memo confirms our telecon today requesting a large station wagon for 17 November 1982 (0800-1700 hours) to transport seven persons to NSA, Ft. Meade, Md. and return.

2. The S/W. which will be driven by Mr. Bruce T. Johnson, Director, ODP [REDACTED], should be delivered to the VIP parking area at Headquarters Building Main entrance prior to 0830 hours on the day of the trip.

3. Kindly confirm to ODP/LOG [REDACTED] that this arrangement can be scheduled.

REPLY MESSAGE

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

To : [REDACTED]
C/LOG/ODP
2D0105 Hqs.

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GUIDES TO SIMPLIFIED INFORMAL CORRESPONDENCE

The typical Government letter has been conservatively estimated to cost \$2.00, not including the cost of filing and ultimate disposition. Informal communication, resulting from the use of Optional Form 27, 2-WAY MEMO, can reduce this cost substantially.

Persons experienced in the field of letterwriting have made the following observations about Government correspondence practices:

The bulk of correspondence is conducted within the governmental family itself—between offices whose day-to-day relationships could permit simple, informal written communication.

Many written communications are for immediate action, are routine in nature, such as requests for information or services, and do not require copies for distribution.

Many written communications are less than a dozen lines in length.

PRINCIPLES INVOLVED

1. In actual experience, where agencies have issued instructions encouraging the use of memorandums and informal correspondence within the agency, there has been a noticeable drop in the communications effort and in the time required to respond to a request, as well as a reduction of useless copies in file. An examination of the two types of correspondence indicates that formal correspondence has certain drawbacks:

a. Formal correspondence is usually more wordy because of salutations, introductory paragraphs, complimentary closings, etc. It becomes a difficult writing chore because of continual polishing and editing.

b. Formal correspondence typically calls for more reviews, resulting in many rewrites, and for excessive time-in-shop.

c. Formal correspondence goes through stricter clearance channels, and frequently makes communication between "opposite numbers" very difficult.

2. In many cases, the best reply is an informal endorsement on an incoming letter. Optional Form 27, 2-WAY MEMO, takes advantage of this principle.

PRACTICAL PURPOSES SERVED BY 2-WAY MEMO

1. The message and the reply are placed on the same page in brief, informal language. This simplifies writing, handling, storing, and disposing of short communications.

2. The message may be prepared by typewriter or by hand; the reply may be by typewriter, by hand, or by rubber stamp.

3. It is possible to achieve a greater delegation of signing authority with the 2-WAY MEMO because of its informal nature.

4. The 2-WAY MEMO may be designated for special handling. It may be marked URGENT if exceptional speed is required. It may be stamped for special mailing services. It may be used for classified material if it is marked with the proper security classification.

5. The "TO" line and the "FROM" line are so placed that the 2-WAY MEMO may be sent in a window envelope and returned in a window envelope if desired.

6. The 2-WAY MEMO is particularly well suited for communication between "opposite numbers" within one agency or in different agencies.

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